

Jefferson County Position Description

Name:		Department:	Human Services
Position Title:	Custodian	Pay Grade:	01 FLSA: Non-Exempt
Date:	November 2015	Reports To:	Maintenance Supervisor

Purpose of Position

The purpose of this position is to perform custodial tasks to maintain a safe and clean working environment throughout facilities of Jefferson County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Cleans offices including dusting furniture; sweeping, mopping, vacuuming and shampooing floors and carpets; emptying wastebaskets and trash containers.
- Cleans and sanitizes restrooms using established practices and procedure.
- Follows instructions regarding the use of chemicals and supplies.
- Ensures assigned buildings are secured when facilities are not in use checking for unlocked doors and windows, reporting any unauthorized occupants, turning off lights.
- Assists with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Performs miscellaneous cleaning and related activities such as removing snow or debris from sidewalks and stairs.
- Moves furniture, equipment and supplies on an incidental basis.
- Washes accessible interior and exterior windows.
- Maintains confidentiality of any private and/or sensitive information obtained in the course of employment.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Previous custodial experience preferred.

Other Requirements

Physical: Ability to climb ladders and lift, push, pull a minimum of 50 pounds.

Work Environment: Works daily with chemicals and fumes. May be required to work outdoors in unfavorable conditions. If working in the Sheriff's Department, required to oversee and direct inmates performing custodian tasks.

Hours of Work: 2. Work hours will be 4 hours Mon – Thurs and 3 hours on Friday, work hours vary from 4pm – 8pm to 6pm – 10pm, depending on meeting times

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date